



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: CFR21-10

() DIVISION/PROGRAM () DEPARTMENT () NJ STATE EMPLOYEES (X) GENERAL PUBLIC

<u>TITLE:</u> Environmental Services Trainee	<u>SALARY:</u> (P95) \$45,731.91 (non-negotiable)
<u>OPENING DATE:</u> April 22, 2021	<u>CLOSING DATE:</u> May 14, 2021
<u>EXISTING VACANCIES:</u> One (1)	<u>WORKWEEK:</u> NE (35-Hour) Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Climate and Flood Resilience Program
Bureau of Climate Resilience Planning
401 East State Street, 7th floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to candidates who meet the requirements below.

DESCRIPTION: Under close supervision of a supervisory official, in an Environmental Services Program, learns to conduct routine surveys, studies, inspections, and/or investigations relating to the improvement and/or monitoring of environmental conditions, and/or the enforcement of environmental laws/regulations; does other related duties.

SPECIFIC TO THE POSITION: The selected candidate will be responsible for supporting the various ongoing and future activities of the Bureau of Climate Resilience Planning including the activities of the Coastal Management Program. Potential tasks may include activities related to coastal management and ocean resources, developing and reviewing materials related to climate and environmental science, resilience principles and policies, and development and review of documents and materials to effectively communicate the need and intent of the Bureau's work. Activities could also include researching existing practices in climate resilience, scientific findings, developing guidance and educational documents, creating or analyzing GIS data or mapping, supporting grant proposals, and other activities to support ongoing climate resilience and environmental analysis and planning activities. This position may involve supporting the management of grants or contracts related to any of these efforts. The position may entail working and engaging directly with communities and local governments, other agencies, external partners and other stakeholders, as well as the general public.

PREFERRED SKILL SET: Excellent organizational, research, time management, and analytical skills; excellent communication and writing skills for preparing and presenting research, reports, and projects; ability to analyze multi-disciplinary issues and develop options for issue resolution; and, a consensus-building and collaborative work ethic. Knowledgeable about subjects such as climate change science and impacts; coastal and ocean resources; and, environmental science and natural resource management. Proficiency in Microsoft Office and a working knowledge of GIS.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in one of the Physical Sciences, Environmental Sciences/Studies, Chemical Sciences, Biological Sciences, Environmental Planning, Physical Geography or in Civil Engineering, Sanitary Engineering, Chemical Engineering, Environmental Engineering, Mechanical Engineering, Agricultural Engineering, Mining Engineering, Industrial Engineering, or Bio-resource Engineering. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Please include the posting number in the subject of the e-mail when submitting your credentials.

To qualify for New Jersey Veterans Preference/status, you must establish Veterans Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veterans Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Abbie Tang-Smith
Climate and Flood Resilience
E-mail Address: CFR.Resumes@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources